

## Appendix H

### Time Line

TASK	DATE	SUBMISSION
Site Demographic Information Form	September 21	On-Line
Teacher Demographic Information Form	September 21	On-Line
Accreditation Documentation	September 21	On-Line
Teacher Training Verification	On-going	On-Site
Standardized Site Budget Form	September 21	On-Line
Supply/Inventory List	September 21 and Ongoing (as needed)	On-Site
Parent Contract (Notice of Receipt)	September 21	On-Site; Faxed
Official Transcripts	September 30	Mailed
Copies of Staff Background Checks – Lead, Assistant and Substitutes	September 30	Mailed
Pre/Post LELA's	September 30 and April 1	TA's Pick-up
Agas and Stages Questionnaires	September 30	On-Site
Waiver Request Form	September 30; As Needed	Faxed
Parent Orientation Verification/Sign In Sheet	September 30	On-Site
Child Demographic Form	December 1	On-Line
Parent Conference Verification	December and May	On-Site
Parent/Family Enrichment Verification/Sign In	December and May	On-Site
Child Waiting List	On-going	On-Site
Planned Parent Activities for the Year	On-going	On-Site
New Student Checklist	As Needed	On-Site
Evaluation Referral Form	As needed	On-site
Student Health Screening Record	Ongoing	On-Site